



**STATEMENT OF PROCEEDINGS
FOR THE REGULAR MEETING OF THE
LOS ANGELES COUNTY AUDIT COMMITTEE
KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 525
LOS ANGELES, CALIFORNIA 90012**

Thursday, April 16, 2015

10:30 AM

AUDIO LINK FOR THE ENTIRE MEETING. (15-1784)

Attachments: [AUDIO](#)

Present: Chair Lori Glasgow, Vice Chair James Blunt, Member Dorinne Jordan and Member Kieu-Anh King

Absent: Member Carl Gallucci

I. ADMINISTRATIVE MATTERS

1. Call to Order. (15-1514)

The meeting was called to order by Lori Glasgow at 10:39 a.m.

2. Approval of the March 19, 2015 meeting minutes. (15-1515)

This item was held for discussion. Later in the meeting, Lori Glasgow requested this item be continued to discuss the action taken on Agenda Item No. 11 of the March 19, 2015 meeting.

On motion of Lori Glasgow, seconded by Kieu-Anh King, this item was continued to the next meeting.

Attachments: [SUPPORTING DOCUMENT](#)

II. BOARD POLICIES

3. Recommendation to extend the sunset review date of Board Policy No. 9.160 - Workforce Reduction, to June 19, 2019 (4/3/15). (15-1621)

Lori Glasgow requested that Audit Committee have a right to reconsider the policy between now and June 19, 2019 if there is a workforce reduction.

On motion of Lori Glasgow, and by Common Consent, there being no objection, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

- 4.** Recommendation to extend the sunset review date of Board Policy No. 5.100 - Sole Source Contracts, to February 6, 2018 and submit to the Board of Supervisors for final action (4/9/15). (15-1699)

This item was discussed jointly with Agenda Item No. 20.

Lori Glasgow asked for clarification on the reason for eliminating the threshold amount for sole source contracts and asked if the modifications to the policy are related to the purchase order policy. Joe Sandoval, ISD, indicated that contracts that go to the Board of Supervisors for approval must have a justification and the elimination of the threshold amount would provide the Board with full exposure of sole source contracts needing their approval. Gayle Smith, ISD, indicated that a list of excluded contracts can be added and that purchase orders are separate from sole source contracts.

James Blunt asked how eliminating the threshold amount improves the policy and what the volume of sole source contracts is. Ms. Smith indicated that it will provide the Board with prior notification of sole source contracts that have amounts less than \$250,000. Mr. Sandoval added that there are approximately 80 sole source contracts with amounts under \$250,000.

Dorinne Jordan expressed concern regarding the four week deadline the Board is given to respond to sole source contracts and asked if a better timeframe can be utilized and asked how the Board is notified of future negotiations. Mr. Sandoval explained that the four week notice serves as a measure for the departments to comply with the policy and added that the current policy states that the Board must be notified two weeks prior to negotiations. Ms. Smith added that the four week notice provides the Board with time to question the contract and indicated that the department intending a negotiation will send a memo to the Board.

Dorinne Jordan asked how the report back on the County's Sole Source Policy is responsive to the Board's motion. Joe Sandoval, ISD, indicated that due to technology's constant progression, the development of a single database would not be possible.

Dorinne Jordan asked ISD staff to place future negotiations on the Operations Cluster meeting Agenda.

Kieu-Anh King suggested that ISD staff include a notification clause on contracts.

Discussion regarding sole source contracts ensued.

After discussion, on motion of Lori Glasgow, and by Common Consent, there being no objection, this item was referred to the Operations Cluster and continued to the next Audit Committee meeting.

Attachments: [SUPPORTING DOCUMENT](#)

III. SUNSET REVIEW

- 5.** Recommend to the Board of Supervisors to extend the Los Angeles County Public Health Commission sunset review date to December 1, 2018 (4/6/15). (15-1625)

On motion of Dorinne Jordan, seconded by Kieu-Anh King, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

IV. OLD BUSINESS

- 6.** Recommendation to extend the sunset review date of Board Policy No. 4.090 - County of Los Angeles, California Board of Supervisors Policy, to April 5, 2019)(Continued from the meeting of 3/19/15). . (15-1120)

On motion of James Blunt, seconded by Kieu-Anh King, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

- 7.** Recommendation to approve substantive changes to Board Policy No. 5.055 - Services Contract Solicitation Protest, extend the sunset review date to April 16, 2019 and submit to the Board of Supervisors for final action (4/9/15)(Continued from the meetings of 2/19/15 and 3/19/15). (15-0734)

Joe Sandoval, Internal Services Department (ISD), reported on the current services contract solicitation protest process and the proposed modifications that take out procedures and add policy instructions.

Mr. Sandoval added that the procedural steps are included in the detailed guidelines so that the policy reflects as a policy statement, and not as an instruction manual.

Dorinne Jordan asked if changes to the vendor and applicant process are included. Mr. Sandoval confirmed that they are included.

On motion of Dorinne Jordan, seconded by James Blunt, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)
[SUPPORTING DOCUMENT](#)

- 8.** Recommendation to extend the sunset review date of Board Policy No. 3.120 - Departmental Conflict of Interest and Disclosure Codes, to March 20, 2019 (Continued from the meeting of 1/21/15). (15-0361)

On motion of Dorinne Jordan, seconded by Kieu-Anh King, this item was continued to the next meeting.

Attachments: [SUPPORTING DOCUMENT](#)

- 9.** Probation Department - Cellular Telephones and Other Wireless Data Devices Review (2/3/15). (15-0732)

Dorinne Jordan questioned the current method of tracking inventory using both a manual and barcode system and asked if the barcode system can be used for all communication devices. Robert Smythe, Auditor Controller (A-C) indicated that the utilization of both is not required, the barcode system is used department wide; however, one method is used to subset the other. Dorinne Jordan asked A-C staff to confirm if the manual system has been eliminated.

Dorinne Jordan asked A-C staff to provide an analysis on how the quantity of devices and expenditures compare to other departments at a future meeting.

In response to questions posed by Dorinne Jordan in regards to Probation Department's request for additional staff, Mr. Smythe indicated that they may be requesting additional staff. Commission staff was asked to send a memo to the Probation Department inviting them to attend a future meeting to discuss the findings in the report.

On motion of Lori Glasgow, and by Common Consent, this item was continued to the October 2015 Audit Committee meeting.

Attachments: [SUPPORTING DOCUMENT](#)

10. Office of the Assessor - Unsecured Property Systems Review (Board Agenda Item 36-A, April 10, 2012) (2/17/15). (15-1071)

On motion of James Blunt, seconded by Kieu-Anh King, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

11. Review of Alleged Duplicate Registered Voter Records (Board Agenda Item 70-A, November 5, 2014)(2/6/15). (15-0542)

Debbie Martin, Registrar Recorder/County Clerk (RR/CC), indicated that dates of birth have been reconciled, and approximately 52,000 duplicate voter records have been reconciled; 525 remain outstanding. Ms. Martin added that a unit to address the matter has been created and the reconciliation process has commenced. Ms. Martin also added that Benjamin Uminsky, RR/CC, is the data analyst for the project and has produced seven key reports; contracts with Experian and Norton are used for file maintenance. Trainings and procedures are also in progress.

Lori Glasgow asked for clarification on their decision for requiring dates of birth on voter registration forms. Ms. Martin indicated that there are differences between federal and state law requirements regarding dates of birth. Robert Smythe, Auditor-Controller (A-C) indicated that federal law is silent in regards to requiring a date of birth; however, state law requires a date of birth. Ms. Martin, RR/CC, added that federal law does not prohibit the requirement and to ensure compliance with state law, dates of birth are required on voter registration forms.

On Motion of Lori Glasgow, seconded by Kieu-Anh King, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)
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12. Servicon Systems, Inc. - A Department of Health Services Housekeeping Services Contract Service Provider - Contract Compliance Review (3/2/15)(Continued from the meeting of 3/19/15). (15-1114)

On motion of James Blunt, seconded by Kieu-Anh King, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

13. Tarzana Treatment Centers - A Department of Public Health Division of HIV

and STD Programs Provider - Contract Compliance Review (3/3/15). (15-1118)

Don Chadwick, Auditor-Controller (A-C), reported that the Department of Public Health Division of HIV and STD Programs (DHSP) is in the process of collecting the outstanding questioned costs from the agency and all other issues have been resolved.

On motion of Kieu-Anh King, seconded by James Blunt, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

V. REPORTS

- 14.** Probation Department Juvenile Halls - Department of Justice Settlement Agreement Monitoring - Fiscal Year 2013-14 (2/11/15). (15-1365)

On motion of Dorinne Jordan, seconded by Kieu-Anh King, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

- 15.** L.A. Care Health Plan Financial Condition Review (Board Agenda Item 21-C, January 27, 2015)(3/13/15). (15-1523)

Lori Glasgow asked that this item be referred to the Health Deputy Cluster and be continued to a future Audit Committee meeting.

On motion of Lori Glasgow, seconded by Kieu-Anh King, this item was referred to the Health Deputy Cluster and continued to a future Audit Committee meeting.

Attachments: [SUPPORTING DOCUMENT](#)

- 16.** City of Norwalk - A Department of Public Social Services CalWorks Stage One Child Care Services Program Provider - Contract Compliance Review (3/17/15). (15-1530)

On motion of Dorinne Jordan, seconded by Kieu-Anh King, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

- 17.** HIPAA and HITECH Act Privacy Compliance Review - Substance Abuse Prevention Control Programs (3/18/15). (15-1525)

On motion of Dorinne Jordan, seconded by Kieu-Anh King, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

18. San Fernando Valley Community Mental Health Center, Inc. - A Department of Public Social Services Domestic Violence Supportive Services Program Provider - Contract Compliance Review (3/19/15). (15-1535)

On motion of Dorinne Jordan, seconded by Kieu-Anh King, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

19. Prototypes, Centers for Innovation in Health, Mental Health and Social Services - A Department of Public Health Division of HIV and STD Programs Provider - Contract Compliance Review (3/20/15). (15-1532)

On motion of Dorinne Jordan, seconded by Kieu-Anh King, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

20. Report Back on the County's Sole Source Policy; and Report Back on an Information Technology Database (Item 17, Agenda of January 27, 2015)(3/26/15). (15-1537)

This item was discussed jointly with Agenda Item No. 4.

After discussion, on motion of Lori Glasgow, and by Common Consent, there being no objection, this item was referred to the Operations Cluster and continued to the next Audit Committee meeting.

Attachments: [SUPPORTING DOCUMENT](#)

21. Pasadena Unified School District - A Department of Mental Health Service Provider - Contract Compliance Review (3/30/15). (15-1539)

On motion of Dorinne Jordan, seconded by Kieu-Anh King, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

22. Department of Health Services' Community Health Plan Financial Audit for the years ended June 30, 2013 and 2014(3/30/15). (15-1540)

On motion of Dorinne Jordan, seconded by Kieu-Anh King, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

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23. Providence Community Services - A Department of Mental Health Service Provider - Program Review (3/30/15). (15-1543)

Kieu-Anh King asked Commission Services staff to send a letter of commendation to the department on the positive review.

On motion of James Blunt, seconded by Dorinne Jordan, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

24. Mexican American Opportunity Foundation - A Department of Public Social Services CalWorks Stage One Child Care Services Program Provider - Contract Compliance Review (3/30/15). (15-1544)

On motion of Dorinne Jordan, seconded by Kieu-Anh King, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

25. Los Angeles LGBT Center - A Department of Public Health Division of HIV and STD Programs Provider - Contract Compliance Review (4/2/15). (15-1619)

On motion of Dorinne Jordan, seconded by Kieu-Anh King, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

26. Probation Department Juvenile Camps - Department of Justice Settlement Agreement Monitoring for April 2014 through September 2014 - Twelfth Status Report (4/6/15). (15-1626)

On motion of Dorinne Jordan, seconded by Kieu-Anh King, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

27. Contract Alert Reporting Database Status Report - April 2015 (4/3/15). (15-1620)

On motion of Dorinne Jordan, seconded by Kieu-Anh King, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

VI. DISCUSSIONS

28. DCFS/CSSD Trust Fund Update. (15-1122)

Michael Martinez, Department of Children and Family Services (DCFS), provided an update on the trust fund balance; 402 cases out of 5000 have been reviewed and completed.

Lori Glasgow questioned the Non-Custodial Parent (NCP) refund process. Rosemary Gutierrez, Child Support Services Department (CSSD) indicated that NCP's may be refunded due to various circumstances such as, NCP continued making payments after age of majority etc., funds are sent back to the State and the State disburses refunds.

Kieu-Anh King asked for clarification on the information listed on the tables provided. Rogelio Tapia, DCFS, indicated that amounts in the True Trust and SSI SSA pertained to children. Ms. Gutierrez, CSSD, indicated that the foster care children, custodial parents or NCPs can be identified as participants.

James Blunt asked clarification on the amounts specified under Reallocation (other LSCA/Participants/Cases). Ms. Gutierrez did not have that information and indicated that she would send an update via email.

Discussion regarding Child Support Trust Fund balances ensued.

James Blunt asked why only 402 cases have been completed and what the anticipated time of completion is. Ms. Gutierrez indicated that the task of reviewing each case is labor intensive and requires CSSD to work in collaboration with DCFS and the State; the anticipated date of completion is December 2015.

Lori Glasgow requested clarification on the difference between a completed and closed case. Ms. Gutierrez indicated that a completed case means it has been reviewed and a closed case means that it has been resolved.

Lori Glasgow asked DCFS and CSSD staff to provide a status report in regards to the 5000 cases and the balance at the September 2015 meeting.

Kieu-Anh King questioned the 430 terminated cases and asked CSSD staff to provide a status update via email.

Dorinne Jordan requested DCFS and CSSD staff to engage with their assigned Chief Executive Office (CEO) analyst in regards to their financial charts.

Lori Glasgow requested that the DCFS, CSSD, and the CEO analysts attend the September 2015 meeting.

On motion of Dorinne Jordan, seconded by Kieu-Anh King, this item was continued to the September 2015 meeting.

- 29. Pending Audits/Monitoring Reports. (15-1517)**

No reports were presented.

- 30. Discuss and take appropriate action on the Committee's role in regards to informing the Board of high profile audits. (15-1623)**

On motion of Lori Glasgow, and by Common Consent, this item was continued to the next meeting.

VII. MISCELLANEOUS

- 31. Matters not on the posted agenda (to be Presented and Placed on the Agenda of a Future Meeting). (15-1519)**

There were no matters presented.

- 32. Public Comment. (15-1521)**

No members of the public addressed the Committee.

- 33. Adjournment. (15-1522)**

There being no further business to discuss, the meeting adjourned at 12:19 p.m.